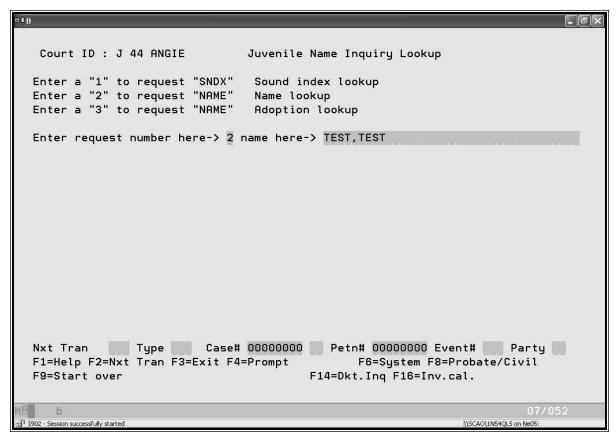


F9 Name Lookup

The <F9> function can be accessed from any screen in the system. It is used to look up case or party names. When used while editing another case, the <F9> will only interrupt your job and it will return you to it after you are finished with the name look up.

Accessing the F9 Name Lookup:

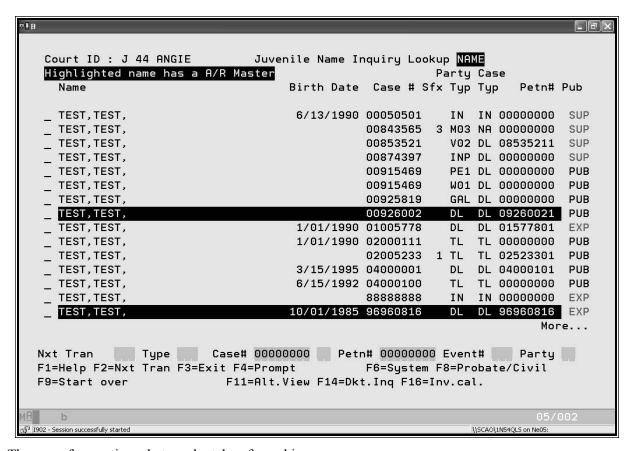
Press <F9> from any screen throughout the system and the following screen will be displayed.



Enter the search option that you would like the system to use. The default for this field is option "2" for a search by name. Their are three options available for use:

- 1. Soundex This will search for names that sound like the name you typed.
- 2. Name This will search for the name you entered, exactly as it is typed. If the system does not find that name, it will position you to the closest name.
- 3. Adoption Name This will search for adoption cases if you have authority.

Enter the name that you are searching for and press < . The system will return the following screen.



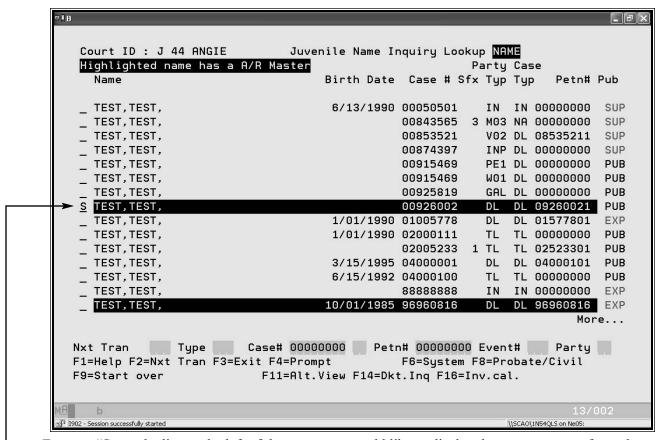
There are four options that can be taken from this screen.

- 1. S Display a case summary
- 2. P Print a case summary
- 3. X Select a case for processing
- 4. F Display a file summary

NOTE: The system will highlight all names that have an active accounts receivable master record associated with them.

Following are examples of each of the above processes.

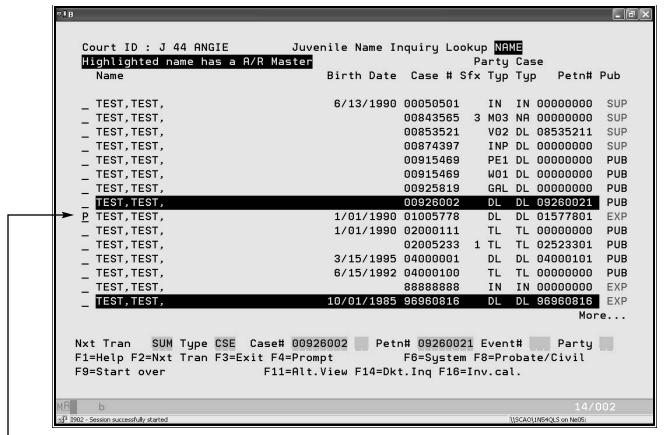
S - Displaying a Case Summary



Enter an "S" on the line to the left of the name you would like to display the case summary for and press <Enter>. The system will display the case summary screen as shown below.

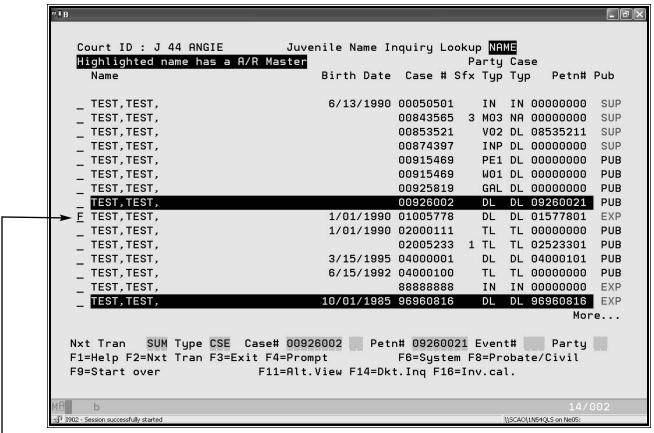
□ LB	F X
Case Sum CSE Case# 00926002 Status 0 PUBLIC Type DL Filed 0101 2002 Jurist 11953 CLATTERBAUGH Attny Worker Name TEST,TEST, DOB Gender Race SSN 000000000 SID Service Type Event Date Typ Petition Chg Placement Comments 1 723 2002 ORC 09260021 ORD REIMB	
Bottom Nxt Tran <u>SUM</u> Type <u>CSE</u> Case# <u>00926002</u> Petn# <u>09260021</u> Event# Pty F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal	ı
MB b 22/013 3 [™] 1902 - Session successfully started (\SCAO\1N54QL5 on Ne05:	

P - Case Summary Print



Enter a "P" on the line to the left of the name you would like to print the case summary for and press <Enter>. The system will print the case summary.

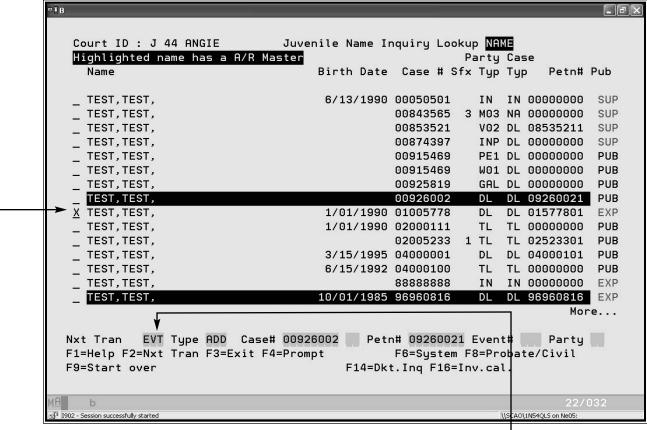
F - Displaying a File Summary



Enter a "F" on the line to the left of the name you would like to display the file summary for and press <Enter>. The system will display the file summary as shown below.

□ I B	
Case Sum Case# <u>01005778</u> Status <u>0</u> PUBLIC Type <u>D</u>	L Filed 0501 2001
Jurist 25275 HULL Attny Worker	
Name TEST, TEST, DOB 101 1990 Ge	nder Race
SID <u>Service Type</u>	
Case Opened <u>501</u> <u>2001</u> Case Closed <u> </u>	
Petition # 01577801 NON-PUBLIC Petition Opened 0501 2001	CTN
Petition Closed Jurist DISPOSITION	
01 750.356-B .	
COMMENT LARCENY \$100.00 OR LESS	
NDD DOTE OF TABLE	OTTODUEY
NBR DATE CG TYPE COMMENT JURIST	HITORNEY
001 0501 2001 PET PETITION HULL,LAVAIL E.	
DECILITE-	
RESULTS- , , , ,	•
	Bottom
F3 = EXIT	
MA b	01/001
நு 1902 - Session successfully started	\\SCAO\1N54QLS on Ne05:

X - Selecting a Case for Processing



- 1. Enter an "X" to the left of the case you are selecting.
- 2. Press <F2> to position your cursor on the Next Tran line.
- 3. Enter the process that you want the system to perform with this case. –
- 4. Press <Enter>. The system will return the screen that you requested on the Next Tran line.